



Unsolicited Proposals

Overview

- Legislation was passed in 2001 authorizing certain State agencies to contract for goods and services.
- Unsolicited proposals became effective October 1, 2002.
- Businesses can be rewarded for innovative ideas.
- DHMH has the ability to receive quality products and services.



Guidelines for Unsolicited Proposals

A valid Unsolicited Proposal must:

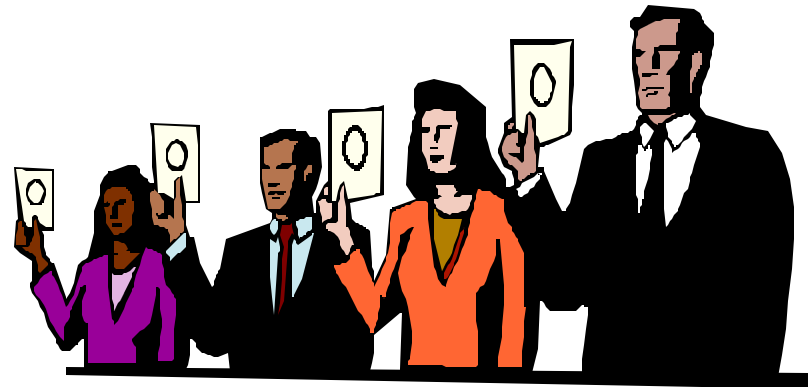
- Be in writing
- Contain a novel or innovative concept, application, approach, or method.
- Have not been previously submitted to the agency by another person.
- Be for the delivery of the following services: business and economic development; educational; health or social services.



Content of Unsolicited Proposals

Unsolicited Proposals shall contain the following:

- Offer's name and address
- Names and telephone numbers of technical and business personnel
- Date of submission
- Signature of person
- Executive summary
- Names and biographical info.
- Proposed Price or estimated cost of the plan
- Proposed duration of the effort
- Description of the organization
- Other statements if applicable





Important Facts

Unsolicited proposals shall be submitted to the appropriate agency contacts by one hard copy and one electronic copy as follows :

- Maryland Department of Aging, Deputy Secretary
 - Department of Business and Economic Development, Deputy Secretary
 - Governor's Office for Individuals with Disabilities, Director
 - Department of Health and Mental Hygiene, Deputy Secretary of Operations
 - Department of Human Resources, Deputy Secretary for Operations
 - Department of Juvenile Justice, Deputy Secretary
 - Department of Labor, Licensing and Regulation, Deputy Secretary
 - Maryland State Department of Education, Deputy State Superintendent of Finance or Assistant State Superintendent Rehabilitation Services
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Receipt and Initial Review


The agency contact “Deputy Secretary for Operations” shall determine if it:

1. Is valid in accordance with the requirements specified within the guidelines.
2. Meets the requirements specified under “Content of Unsolicited Proposals.”
3. Contains sufficient technical and cost information for review.





Receipt and Initial Review (Cont'd)

- The agency contact “Deputy Secretary for Operations” may request additional information from the offeror to determine compliance with the requirements defined under “Content of Unsolicited Proposals.”
 - The Deputy Secretary for Operations determines if the proposal meets the requirements. After a determination is made, an acknowledgment is sent to the offeror 10 business days after receipt.
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Receipt and Initial Review Cont'd

If a proposal is rejected because it did not meet the requirements, The agency contact “Deputy Secretary for Operations” shall inform the offeror of the reasons for rejection in writing within 10 business days after receipt.

If the agency rejects the unsolicited proposal for not meeting the requirements, the offeror cannot resubmit the same proposal for six months.

The Agency Procurement Officer shall forward the executive Summary of the proposal to the Council on Management and Productivity.


The Council shall convene an interagency meeting within 3 business days of receiving the executive summary and make its determination as to whether the unsolicited proposal meets all requirements.





Evaluation

Each agency shall evaluate unsolicited proposals according to its own internal processes, but at a minimum include the following:

- 1. Overall merit of the proposal;**
 - 2. Potential contribution of the effort to the agency's specific mission;**
 - 3. The offeror's capabilities, related experience, facilities, techniques, or unique combinations of the following;**
 - 4. The qualifications, capabilities, and experience of the proposed principal investigator, team leader, or key personnel critical to achieving the proposed objectives;**
 - 5. The realism of the proposed cost and proposal funding source; and**
 - 6. A determination from the Interagency Panel that it meets the definitional requirements.**
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Notice of Intent to Award

- DHMH will use its best efforts to advise the offeror of the determination resulting from the evaluation within 30 calendar days after initial receipt of the proposal.
- The agency shall give notice of its intent to award the unsolicited proposal a minimum of 30 days prior to contract execution in the Contract Weekly and one newspaper.



Contract Execution

- Any unsolicited proposal accepted by an agency must be awarded and executed as a procurement contract in accordance with Comar Title 21 and any other applicable statutory or regulatory requirements.

